

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Use of County Facilities, Other than the County Administration Center,
by Non-County Organizations

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Purpose

To establish a policy governing the use of County facilities, other than the County Administration Center, by non-County organizations.

Background

Historically various non-County organizations have utilized County facilities to hold meetings and/or gatherings. Typically, such meetings do not impact normal County business, its operations, or require the utilization of County resources. Currently, authorization for uses of this type are received and processed through the host departments with notice to the department of General Services. Examples of this type of use of County facilities include: child and adolescent service support organizations, foster parent support groups, "mock" court for university law students, trial court training workshops and various service organizations. Utilization of County facilities for these or similar purposes have historically been permitted without cost recovery or use fee.

There are, however, requests to use County facilities for activities that are major productions and which require either the commitment of County resources beyond what is reasonable and/or disrupt the normal conduct of County business within the facility or grounds of the meeting or event location. In order to control and authorize approval for the use of County facilities for major productions or events, it is necessary to establish a policy that not only regulates these events, but also provides the County with the ability to protect its liability position and exercise its full cost recovery prerogative as a condition of use of County facilities for major productions and events.

Policy

It is the policy of the Board of Supervisors that:

1. County department heads, elected officials and judicial departments may authorize the use of County facilities by non-county organizations (non-profit, charitable, etc.) for meetings and other activities which serve a public good, or are in the interest of the County as long as the authorized activities do not interfere with the operation of normal County business and do not require the commitment of County resources beyond the use of space and reasonable routine space support costs. Authorization for facility use by department heads, elected officials, etc., will require that:
 - a. The County Security Office (Department of General Services) receives notice of the authorized use in order to maintain documentation of facility use.

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- b. Department heads, elected officials, etc., provide arrangements for facility access, internal facility security and control of participants.
2. Requests for use of County facilities by non-county organizations which impact the normal operation of County business or which will require a measurable commitment of County resources shall be authorized only by the Director, Department of General Services or the Chief Administrative Officer.
3. If the use of County facilities permitted under this policy is of a significant nature, where it will involve the utilization of County staff or contract services, create disruption and/or modifications of the normal flow of County business and/or cause any limitation to occur, the organization sponsoring the activity will be required to pay in advance all charges determined by full cost recovery applications. The full cost recovery requirement would apply in those instances where the requesting organization desires the use of County staff to operate equipment, rearrange or move furniture, or provide increased levels of security or janitorial services. The disruption of County facilities is defined as denying normal public access to County facilities, temporarily limiting the provision of services to the public or enjoining County staff from reporting to their work place.
4. For those meetings and/or activities considered of significant nature the sponsoring agency will be required to request and acquire a facility use permit from the Department of General Services, and post a cleaning deposit, insurance binder and performance bond as a condition of use.

Under this policy, requests for utilization of County facilities for general meeting purposes shall be authorized by the hosting department director. Requests for utilization of significant nature, i.e., rallies, film production, fund raisers, etc. shall be authorized by the Chief Administrative Officer. The Chief Administrative Officer will notify the Board of Supervisors of any significant activities scheduled for County facilities. The use of County facilities for activities deemed significant will be coordinated and administered by the Department of General Services.

The Director, Department of General Services, with the concurrence of the Chief Administrative Officer, has the option of waiving the requirements of the use permit. It shall be the responsibility of the Director of General Services to determine which activities are considered significant and/or routine.

The determination of the full cost recovery rates shall be the responsibility of the Director of General Services, subject to review by the Auditor and Controller.

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In the event that a request for a significant activity is denied by the Chief Administrative Officer, the matter can be appealed to the Board of Supervisors. The appeal process will consist of filing a formal appeal letter with the Clerk of the Board of Supervisors requesting to be heard at the next regularly scheduled Board of Supervisors meeting.

Sunset Date

This policy will be reviewed for continuance by 12-31-09.

Board Action

11-12-85 (63)

7-26-88 (43)

6-20-89 (63)

8-3-93 (36)

12-5-95 (36)

1/28/03 (16)

CAO Reference

1. Department of General Services